



KENNEBUNKPORT WASTEWATER DEPARTMENT

The Wastewater Department is requesting proposals to evaluate the way the Wastewater Department bills its customers.

The Town of Kennebunkport Wastewater Department requests proposals from firms providing professional engineering services and related work in accordance with the specifications below. A consultant selection will be made based upon firm qualifications, experience, and timeframe to complete the work, the Not to Exceed Cost and the technical approach to be employed. Following the award, the parties shall execute a contract, which will be based on the contents of this RFP plus the Proposal. Work pursuant to this proposal shall commence only after the Town and the successful consultant execute a contract.

The Town of Kennebunkport Wastewater Dept. reserves the right to consider proposals for 60 days after receipt thereof, and further reserves the right to cancel this Request for Proposal and to reject any or all proposals; waive any defects, informalities and minor irregularities; to accept exceptions to these specifications; and make such award or act otherwise as it alone may deem in its best interest.

Scope of Work:

The Wastewater Dept. is currently billing their customers on a flat rate system; we are looking into changing to a billing system that is based on water usage. We would like a firm to look at all aspects of our current system and compare it to changing it to water based billing system. Here is a list of the issues that we would like to have studied, this list not all inclusive it can include any issues that you might have encounter in any other studies that might have done.

- Impact on the residential properties vs. commercial properties
- Billing cycle, annually, semiannually, quarterly
- Cost per year to do water billing
- Estimated user fees using water usage vs. flat rate
- Do we have a minimum charge?
- Chart of accounts, fixed cost, variable costs, and debt retirement.
- A way to bill for high strength wastewater and what would be high strength wastewater.
- Bill for places with grease traps or no grease trap.
- Coordination for getting the information need for billing from KK&W to the billing program.
- What do we need for a computer for billing, or do we need a server?
- How to bill, Trio or a standalone program
- Recommendations on how to change from flat rate to water usage billing.
- Total costs to convert to water billing.

Project Background:

The Wastewater Department has always billed using a flat rate system. There is no background on how the sewer units were developed. There have been no changes in the flat system since it was instituted. A copy of Article XIII of the Sewer Use Ordinance is attached to this RFP so that you can see how we assess the sewer unit charge. The Board of Selectman would like to see if it would be more equitable to bill using water usage rather than on flat rate fee.

We have put together the following information for your use in this project.

- Water readings from the water district from 2013.
- A spreadsheet with Map, Block, Lot, Owner, Street location, Sewer Units, Present sewer bill, Cubic feet of water used.

Department Background:

- Average flow is .321 MGD
- Budget for 2015 is \$ 1.1 million
- Total sewer units 2500
- Total bills sent out 1,450
- Residential units 1674, commercial units 823 approximately.

Project Timeframe:

The proposed project engineering should be completed by November 1, 2015.

RFP Submission Requirements:

Three copies of the proposal shall be submitted to Allan Moir, Wastewater Superintendent no later than 2:00 pm, August 13, 2015.

The proposals shall include as a minimum, the following information:

- Firm Qualifications and Experience
- Scope of Work
- Project Personnel
- Timeframe
- Person hour breakdown with costs
- Not to Exceed Cost Proposal (to include all direct and indirect costs for performing the work and submitting materials as detailed above).
- A reference list of the any past water studies that you have done.

Questions

Any questions concerning the project shall be directed to Allan Moir at 967-2245, or via e-mail to amoir@kennebunkportme.gov

Respectfully,
Allan Moir
Wastewater Superintendent

ARTICLE XIII - SEWER SERVICE CHARGE

Sec. 1. The source of a portion of the revenues for retiring debt service, capital expenditures, operation and maintenance of the public sewer system of the Town shall be a sewer service charge assigned to owners of property located within the limits of the Town whose property, residence, or place of business is capable of being tied into the sewer system pursuant to Article III, section 5 of this Ordinance. A portion of the funds collected pursuant to this Article shall be placed in a separate reserve fund for operation and maintenance, including replacement, of the public sewer system. The contribution to the reserve fund shall be determined by the Selectman on a year to year basis.

Sec. 2. Sewer service charge rates shall be determined by the Selectman on a year to year basis. The sewer service charge will be computed and billed at regular intervals though the calendar year, as established by the Selectman. In general, charges will be calculated on the following criteria:

- (A) The total cost annually of operating and maintaining the sewer system.
- (B) Forty percent (40%) of the cost annually necessary to retire the debt service.
- (C) The following schedule of unit charges:

Minimum charge	1 Unit charge
Single Family Dwelling or Condominium Unit	1 Unit charge
Multi-family Dwelling or Condominium Unit	1 Unit charge
20 School students	1 Unit charge
2 Motel/Hotel Units (Double Occupancy)	1 Unit charge
4 Motel/Hotel units (Single Occupancy)	1 Unit charge
10 Restaurant Seats	1 Unit charge
2 Tourist-House Rooms (Double Occupancy)	1 Unit charge
4 Tourist-House Rooms (Single Occupancy)	1 Unit charge
50 Yacht or Country Club Members	1 Unit charge
100 Church or Club Members	1 Unit charge
0-5 Commercial Employees	1 Unit charge
5-10 Commercial Employees	1.5 Unit charge
0-10 Industry Employees	1.5 Unit charge

1 Gas Station	3 Units Charge
2 Laundromat Machines	1 Unit charge
3 Campground (sewer hookups)	1 Unit charge
Septic Waste	\$.10 per gallon

Sec. 3. The sewer service charges assigned to any property owner who contributes a significant quantity of industrial waste to the public sewers, or who contributes a combination of sewage and industrial waste to the public sewer, shall be determined on a block rate structure based on water consumption. The property owners to be charged in this manner will be determined by the Selectmen on a year-to-year basis.

Sec. 4. A special sewer service charge shall be assigned to any commercial, industrial firm or organization who, by virtue of the volume, strength or unusual characteristics of their waste alone, would overload or upset the capacity or efficiency of the public sewer system or a part thereof if such waste entered the public sewer or whose waste disposal situation is such that it would be in the public interest to waive the requirements of Section 1, 2, and 3 of this Article. The Selectman, after appropriate study and advice from the Superintendent, shall assign a special sewer service charge to such an entity by separate agreement with said entity. The applicable portions of the preceding section, as well as the equitable rights of the public, shall be the basis for such an arrangement.

Sec. 5. The Superintendent reserves the right, from time to time, to change sewer service charges originally or previously assigned to any property owner.

Sec. 6. Each sewer service charge levied pursuant to these rules and regulation is hereby made a lien on the premises. If said charge is not paid within thirty (30) days after it becomes due and payable, it shall be certified to the Town Manager who shall record notice of said lien with interest and penalties allowed by law in the York County Registry of Deeds.

Sec. 7. The charges and assessments levied pursuant to this Article XIII shall be used consistently with the Clean Water Act, 33 U.S.C. e 1251 et seq., as amended, and all other applicable federal regulations.

Sec. 8. When a Sewer Connection Application is processed and a permit is issued, the owner of the property for which the application was issued will be billed for the units that were approved. If the application was approved during the billing year, the sewer charge will be pro rated for the rest of that year; any year thereafter the owner will receive a bill for all the units that were approved for a full year. The sewer bill will be assessed regardless of whether the units are tied into the collection system or not.